



Natural Resources  
Conservation Service

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April 7, 2010

## GENERAL MANUAL

### PA 450 – TCH Part 407, Supplement No. 1

#### **SUBJECT: TCH – Documentation, Certification, and Spot Checking Policy**

**Purpose.** To supplement GM policy for complying with the seven responsibilities listed in GM-450-7.2.

**Effective Date.** This Supplement is effective when received.

**Background.** In June of 2009, Interim Pennsylvania Documentation, Certification, and Spot Checking Supplemental Policy and Procedures were released to comply with the existing national policy at the time. In October of 2009, the national policy was updated and released. This directive issues a new permanent Pennsylvania Supplement to the General Manual, GM-450- Part 407 Documentation, Certification, and Spot Checking, indicating additional requirements to the national policy and procedures. All line officers and support staff should become familiar with their roles and responsibilities to check completed work, appropriately document supporting data insuring an effective practice, certify performance for cost sharing, and spot check practices to insure that they are installed and maintained to perform their intended function.

**Filing instructions.** This Supplement should be filed at the front of Title 450, Part 407, Subpart A in the General Manual.

A handwritten signature in blue ink, appearing to read "D. C. Brown", is written over a horizontal line.

DAVID C. BROWN  
Acting State Conservationist

